

FamilyLink Curriculum Allocation Guidelines 2010-11

FamilyLink offers tangible curriculum support for those families enrolled in the program. The curriculum allocation fund is in place to assist families in accomplishing their educational goals. Materials and services requisitioned or reimbursed by this fund must be used to support the goals of the Written Student Learning Plan.

Each fully enrolled student receives between \$450 - \$800 per year to spend on curricula, materials and/or enrichment activities for educational support.

- The size of the allocation varies depending on choice of enrollment option, timing and percentage of enrollment. Kindergarten students and students taking classes at one of the VISD schools are eligible for only a portion of the allocation based on their student FTE (full-time equivalency) with FamilyLink. *(For example, a kindergarten student is only counted as a .50 FTE so s/he would be eligible for .50 of the \$450, \$650 or \$800 stipend amount. A student taking 2 classes at McMurray would be a .60 with FamilyLink. S/he would receive .60 of the stipend amount. A student taking 2 classes at VHS would be a .50 with FamilyLink and receive .50 of the stipend amount.)*
- Students who are less than .40 FTE do not receive any allocation funds. Most Running Start students do not receive any stipend, but they should check with their consulting teacher for eligibility.
- Students enrolling in FamilyLink later in the school year receive a pro-rated allocation amount based on the date of enrollment.

Families are able to pool each student's allocation fund for greater flexibility.

- Parents can divide the funds up among their children in a way makes sense for their family and each student's learning plan.

Materials purchased must be reflected in the student's Written Student Learning Plan. Please note: A WSLP must be in place before families can access curriculum allocation funds.

- FamilyLink acknowledges that each family will have different needs in allocating their funds. Please go over your planned purchases with your consulting teacher early in the school year so there are no surprises when you submit your request form. You may want to refer to the attached list that describes in more detail what can and cannot be requisitioned or reimbursed.
- Parents can ask their consulting teacher to requisition materials for them. Alternatively, they may buy materials from their choice of vendors and be reimbursed through FamilyLink and the Vashon Island School District. No materials of a religious nature may be purchased from the allocation.
- Consulting teachers are happy to assist families by recommending resources for purchasing curricula and educational materials. Your consulting teacher can advise you if you have questions about appropriateness of materials.

Funds are dispersed at three intervals: December, March, May. Checks are mailed directly to families. Parents submit a completed Reimbursement Form to Julie Hanger, Program Manager, along with all original receipts (not copies). The last day to submit a request for reimbursement is May 10, 2011. Please do not wait until the end of the school year to make purchases and request reimbursement.

- Receipts from retail stores must have an itemized description of each purchase along with the amount. For example: coloring book \$1.50; the receipt cannot say Item \$1.50. You may have to ask for a handwritten receipt from the salesperson if their cash register doesn't itemize receipts in detail.
- Receipts need to be "dedicated" to purchases for your student(s). That means the receipt should only reflect purchases made to support your student(s) learning. If you need to purchase general items or groceries for the family while at the same retail store, they must be rung up on another receipt.
- Receipts from service providers (music teachers, tutors, Vashon Parks, Blue Heron, etc.) must in-

clude the following information:

- Business/vendor name, address and phone number.
 - Name of student receiving services;
 - Description of service (dates and amounts for tutoring sessions, piano lessons, sports fees, etc.);
 - Payment amount, including any taxes or shipping charges.
 - Receipt should be marked PAID or show a zero balance with reference to credit card payment or check number, and should include the vendor's signature.
- Ideally, service providers should issue their own receipts with their business name and address, etc. However, if they are unable to do so, you may have them complete the FamilyLink receipt. Please ask them to complete the receipt in their handwriting. Make sure that it is neat and includes all the information stated above.

Non-consumable items are checked in to the FamilyLink Library and then checked right back out to you for your student's use.

- All non-consumable items must be checked in to the FamilyLink library before you will be reimbursed. Be sure to bring those items with you when you submit your reimbursement request.
- Once a student has completed use of any non-consumable curricula or educational support materials, they are to be returned to the FamilyLink Library for use by other students. This policy ensures ongoing enrichment to the FamilyLink Library and the Vashon homeschool community.

Reasons a reimbursement or requisition may be delayed or denied.

- Failure to complete paperwork properly or provide sufficient documentation may result in denial or delay reimbursement.
- Failure to stay current with Weekly Contact and Monthly Progress reporting. (*FamilyLink funding is based on regular contact and reporting by our families. We are not able to include your student for funding purposes if we have not had contact for 21 days or received a monthly progress report by the end of each month.*)

If you have questions about reimbursements, please ask your consulting teacher or call Julie Hanger at 463-9171 ext. 503.